

**Certification Number** – The unique number assigned to the teaching certificate of the teacher who has the primary responsibility and the majority of time teaching the class. Secondary teachers who do not have a valid CTE teaching certificate for the program on file at the Department of Education by the last day of February, and postsecondary instructors whose certification information cannot be verified as accurate, will be considered uncertified for the year and no funding will be generated for the course.



**Note:** Schools must use the actual certification number of a teacher, even if that teacher is a postsecondary teacher. In the past, a teacher certification number of all 9's or 2's (999999999 or 222222222) was submitted for an articulated course – **these are no longer accepted.** If **no actual certification number of a teacher** is provided for an articulated course, then a license number/certificate number **and** the teacher's first and last name must be provided. The articulated record will not be added without:

- license number/certificate number
- and**
- the teacher's first and last name

If the course is NOT articulated, then the actual certification number or a teacher must be provided. This actual certification number of a teacher will be validated on the ADE Certification database.

**Teacher** – Lists the name of the teacher who has the primary responsibility and the majority of time teaching the class.



**Note:** The name is required for both secondary and postsecondary teachers reported on CTE enrollment reports. The name will be pulled from the ADE Certification database using the actual certification number of the teacher. If the course is articulated and no actual certification number of the teacher is available on the ADE Certification database, provide the teacher's first and last name and their license number/certificate number.